



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
SYBIL BRAND COMMISSION FOR INSTITUTIONAL
INSPECTIONS**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012
<http://sbc.lacounty.gov>**

Wednesday, July 10, 2013

10:00 AM

Present: Chairperson Eleanor R. Montañó, Vice Chairperson Frank S. Bacio, Commissioner Anne S. Hill, Commissioner Donald S. Andrews and Commissioner Susan Burton

Excused: Commissioner Barbara Bigby and Commissioner Cheryl Grills Ph.D.

Call to Order. (13-3237)

Chairperson Montañó called the meeting to order at 10:01 a.m.

Chairperson Montañó led in the Pledge of Allegiance, followed by a moment of silence. Commissioner Burton joined the meeting at 10:18 a.m.

I. ADMINISTRATIVE MATTERS

- 1. Approval of the July 3, 2013 Minutes.** (13-3238)

On motion of Vice Chairperson Frank S. Bacio, seconded by Commissioner Anne Hill and unanimously carried, the minutes of July 3, 2013 were approved.

Attachments: [SUPPORTING DOCUMENT](#)

- 2. Recommendation and approval of the revised Sybil Brand Commission Group Home Inspection Form.** (Cont'd from Meeting of May 5, June 19 & 26, July 3, 2013) (13-2301)

The Commissioners reviewed the revised Group Home Inspection Form. On motion of Commissioner Anne S. Hill, seconded by Commissioner Donald S. Andrews and unanimously carried, the Group Home Inspection Form was approved as revised.

Attachments: [SUPPORTING DOCUMENT](#)

II. DISCUSSIONS

3. Discussion and action regarding jail/lockup inspections. (13-3286)

Chairperson Montaña reported that a motion was passed some time ago for the Commission to conduct the inspection of larger jails/lockup facilities at least once a month. Commissioner Hill stated that the Commission cannot afford to continue to wait for all the Commissioners to be available before they can go and conduct the jail/lockup inspections. Following a brief conversation, Commissioner Anne S. Hill made a motion, seconded by Commissioner Donald S. Andrews and unanimously carried, the Chairperson will continue to schedule the dates for the monthly jail/lockup inspections, and those Commissioners who are available will go and conduct the inspections. However, if there is a need for the Commission to conduct an additional visit, the Chairperson will schedule another date within the same month for another inspection; this will ensure that the jails/lockups are inspected more frequently.

4. Discussion on the assignment of group home inspections. (13-3285)

Commissioner Hill opened the discussion regarding the assignment of group home inspections. She recommended that the Commissioners should be assigned to inspect the group homes that are within their district and if additional help is needed, one of the Commissioners from the other districts can be assigned to provide the needed assistance. Chairperson Montaña clarified that as the Chairperson she can inspect the group homes in all five districts. Commissioner Andrews concurred and he referred to Article 8. Section 1 and 2 of the Sybil Brand Commission for Institutional Inspections (SBC) By-Laws, which states:

Section I: Inspections

In an effort to meet its mission as required in section 2.82.080 of the Sybil Brand Commission ordinance, the Chairperson will assign each member of the Commission, jail, probation and/or group home sites for inspection. Repeat inspections may be assigned within a six month period, as needed. Whenever possible, the Chairperson will make these assignments within the district from which each Commissioner was appointed.

Section II: Follow up visits

Follow up visits may be conducted within 45 days of the initial visit to allow for corrective action compliance.

Discussion ensued on the amount of miles that the Commissioners sometimes travel to conduct the inspections. Vice Chairperson Bacio expressed that assigning the Commissioners to inspect group homes in their respective districts will save gas and reduce excessive mileage, especially for those Commissioners who travel out of their way.

On motion of Commissioner Donald S. Andrews, seconded by Commissioner Anne S. Hill and unanimously carried, the Chairperson will continue to assign the group home inspections to the Commissioners as outlined by the SBC By-Laws.

Commissioner Burton suggested that the assignments given by the Chairperson should be in a typed form to make it more legible. Commissioner Hill inquired if staff will be able to transfer the handwritten inspection assignments into a typed spreadsheet with columns for the page numbers, addresses and contact numbers of the group homes. Staff advised her that it can be done. Following a brief discussion, Commissioner Anne S. Hill made a motion, seconded by Commissioner Susan Burton for the inspection assignment sheets to be in type-written form. Staff will obtain the handwritten sheets from the Chairperson and type into the format specified. The motion was duly carried. Chairperson Montaña and Commissioner Andrews were opposed to the motion arguing that creating another form will be a duplication of the information that is already available in the 2013 Group Home Roster.

III. REPORTS

- 5. Chairperson's Report on various items for July 10, 2013. (13-3239)**

Chairperson Montaña shared the following Newspaper Articles:

- Los Angeles Times:**
 - FINDING ADD TO WOES FOR SHERIFF (July 4, 2013)**
 - Casting light on claims of abuse (July 8, 2013)**
- Daily Breeze:**
 - Costs may increase to improve jails (July 9, 2013)**

Adding to Chairperson Montaña's report, Commissioner Burton reported that there is a news article regarding the inmates that are in the custody of the State of California who are being sterilized. The article will be forwarded to the staff for distribution to the Commissioners.

After a brief discussion regarding the common distractions that can interfere with the meetings recording and the Chair's ability to clearly hear what is being discussed and/or presented, Chairperson Montaña urged the Commissioners to exercise caution and courtesy by desisting from having side bar conversations when the meetings are in session, to ensure that what is being presented and/or reported is heard.

Attachments: [SUPPORTING DOCUMENT](#)

- 6.** Treasurer's Report for July 10, 2013. (13-3241)

Vice Chairperson Frank S. Bacio reported that the current bank statement balance of the Commission's Charitable Fund is \$1390.96 and the encumbrance of \$900 leaves the account balance at \$490.96.

- 7.** Staff Report on Correspondence Received and Department Representative Reports for July 10, 2013. (13-3242)

Ms. Bolaji Famuyiwa, Staff, Commission Services, handed the compliance monitoring audit review reports that were received from the Los Angeles County Department of Children and Family Services to Chairperson Montaña.

- 8.** Review of Group Home Compliance Monitoring Audit Reports presented on July 10, 2013. (13-3243)

No One Home:

- **Chairperson Montaña and Commissioner Andrews visited South Bay Optimist Boys Home, Page 29, #3, on July 5, 2013.**

- 9.** Commissioners' Reports on Group Home and/or Detention Facilities Inspections from July 4, 2013 to July 9, 2013. (13-3244)

During the reporting period, the following Group Homes/Facilities were reported as being in satisfactory condition:

- **Commissioners Burton and Grills visited Little People World #1, Page 24, #1, on July 5, 2013. Commissioner Grills indicated on her inspection form that the Life Books were nicely done; kids are closely**

monitored and activities available to them; one of the children won a trip to Turkey based on good behavior and his math and science scores in school; and bedrooms are decorated by the children and have a family homey feel.

- Commissioners Bigby and Hill visited Rosemary Children Services (500 House), Page 35, #3, on July 5, 2013. They indicated that one youth had been absent without leave three times within the past 30 days.
- Chairperson Montaña and Commissioner Andrews visited Project Six/Help Group, Page 34, #4, on July 9, 2013. Commissioner Andrews indicated that the dryer lint filter needed cleaning.

During the reporting period, the following Group Home was visited, but not inspected because no one was at home:

- Commissioners Bigby and Hill visited Rosemary Children Services (500 House), Page 35, #3, on July 2, 2013.

IV. MISCELLANEOUS

Matters Not Posted

10. Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Committee subsequent to the posting of the agenda. (13-3245)

After discussion, Vice Chairperson Bacio indicated that he will not be available to attend the July 17, 2013 meeting.

Public Comment

11. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (13-3246)

There were no members of the public present to address the Commission.

Adjournment

12. Adjournment for the meeting of July 10, 2013. (13-3247)

There being no further business, Chairperson Montaña adjourned the meeting of July 10, 2013 at 11:06 a.m.